

Personal Summary

Information Management graduate / Proficient digital marketing and social media team management specialist with immense experience in the field dealing hands-on with various clients. Currently on the track to receive a Bachelor Degree in Information Technology and computing that will capitalize and boost my skills in the digital marketing and business development field. Possessing excellent bonding skills and an enquiring mind that help to win over the confidence of people. An articulate professional who can absorb new ideas and can communicate clearly and effectively. Solid understanding of the importance of engagement and communication that aided me in recruiting clients in the company as well as building relations with people in the industry.

Career History

Together Interactive Arts

2016-2018

Business Development Strategist

Work duties:

- Attending conferences, meetings, and industry events
- Contacting potential clients via email or phone to establish rapport and set up meetings
- Researching organizations and individuals online (especially on social media) to identify new leads and potential new markets
- Identifying new sales leads
- Developing quotes and proposals
- Training personnel and helping team members develop their skills
- Developing sales goals for the team and ensuring they are met

Orient

2014-2016

Information Management Officer

Work duties:

- Data analysis
- Design of application's specifications
- Documentation of software user requirements development of programming
- Design of graphical user interfaces and Object-Oriented Databases (OODBMS)

TechnoCure

2012-2014

Mobile Maintenance Assistant

Work duties:

- Repair to include: Hardware level 1, 2, & 3 including Software Applications
- Assists in workshop maintenance to ensure a clean and healthy CSP environment
- Mobile and Pc accessories maintenance
- Handles customer requests for technical assistance

Key Competences and Skills

Personal Skills

- Socially adept
- Strong communication and IT fluency
- Creative talents and the ability to solve tough problems
- Able to provide quality leadership to a large team of sales people
- Excellent time management and organization
- The ability to handle pressure and meet deadlines
- Selling and market penetration
- Dependability and reliability
- Inventory and stock management
- Market analysis and information gathering

Professional Skills

- Operating systems (Ms Windows, Apple OSX, UNIX)
- Networking (Routers, Hubs, Switches, Gateways, etc...)
- Programming (Java, HTML, CSS, Java Script, etc. . .)
- Computer hardware (Intel/Amd Cpu, Atx/at form, components/accessories)
- Specific computer design (Computer Operating System, Hardware Setup)
- Excellent office software skills (All Microsoft Office package, Open office)
- Excellent skills in outside business-to-business sales, wholesalers, retail shops, or customer-facing sales role with a proven track record of success

Academic Qualifications

- Arab Open University AOU
2017 – 2019
Bachelor's degree in ITC (Information Technology and Computing)
- Lebanese University - Faculty of Information and Documentation
2012 - 2015
Bachelor's degree in Information Management

Languages

English: Fluent spoken and written

French: Fair